



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
111 EAST CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

ATZK-CS

27 August 2009

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Departments, this Headquarters

SUBJECT: Thunderbolt Policy Memo No. 44-10 – Entrance and Exit Interview/End-of-Tour Reports

1. Definitions.

a. Entrance/Exit Interview. All interviews will be scheduled with the Commanding General's (CG's) secretary who can be reached at 624-2121/2122.

(1) Entrance Interview. Office call with the CG is normally 15 minutes in length. The initial interview will serve as a welcome session, as well as provide the incoming officer the CG's expectations and philosophies. This interview should take place during the first week of arrival.

(2) Exit Interview. Office call with the CG is normally 20 minutes in length, where the officer's OER will be presented for discussion, and the state-of-the unit will be discussed. This appointment must be scheduled to take place no later than 2 weeks before the officer's planned departure date.

b. Optional End-of-Tour Report. When required, a formal memorandum prepared in accordance with Army Regulation 25-50, Preparing and Managing Correspondence, 3 June 2002, will be provided to the Office of the Secretary of the General Staff no later than 30 working days before the scheduled exit briefing or the officer's last working day – whichever is appropriate. This report is optional and should only be produced if the exiting officer feels he/she has viable recommendations for presentation to the CG.

2. Policy.

a. Brigade commanders and equivalent (194th Armored Brigade, 16th Cavalry Regiment, MEDDAC, DENTAC, Garrison Commander, TCM-PBC/CID, and TCM-HBCT) are required to schedule and conduct entrance and exit interviews with the CG. Additionally, they may submit a written end-of-tour report to the CG.

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b. Battalion/squadron commander requirements are the following:

(1) Squadron commanders, 16th Cavalry Regiment. Entrance interview with the CG and written end-of-tour report (optional) provided through the Deputy Commanding General (DCG) to the CG.

(2) Battalion/squadron commanders, 194th Armored Brigade. Entrance interview with the CG and a written end-of-tour report (optional) through the DCG to the CG.

(3) Commander, Headquarters and Law Enforcement Command/Provost Marshal. Entrance and exit interviews with the CG and a written end-of-tour report (optional) provided through the Chief of Staff to the CG.

c. US Army Armor Center Staff Directors. Entrance and exit interviews with the CG and a written end-of-tour report (optional) provided through the Chief of Staff to the CG.

d. Personal and Special Staff. Entrance interview with the CG and written end-of-tour report (optional) to the CG.

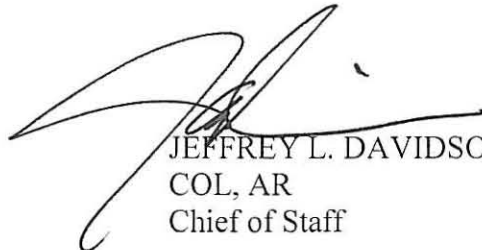
(1) Inspector General.

(2) Staff Judge Advocate.

(3) Staff Chaplain.

(4) Special Assistant to the Commanding General – ARNG.

FOR THE COMMANDER:



JEFFREY L. DAVIDSON
COL, AR
Chief of Staff

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